

## **POLICE CAPTAIN**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory law enforcement positions, the primary duties of which are the management of the operations of an assigned department section and the supervision of subordinate personnel within that section. Employees of this class oversee the preparation and maintenance of records and reports required to document department activity; perform public relations functions; and assist in managing the care, maintenance, and use of department equipment, vehicles, and property. Police Captains assist and advise subordinates in complex phases of the law enforcement operations of the department. Duties of this class are performed with a high degree of independence, with work reviewed by the Assistant Police Chief. This class ranks immediately below that of Assistant Police Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises and performs law enforcement functions of the department, which may include patrol, traffic control and accident investigation, criminal investigation, juvenile procedures, special tactical operations, and jail operations.

Supervises subordinate police personnel. Reviews work to be done and delegates assignments. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Holds meetings to receive reports and disseminate information. Reviews reports written by subordinates in order to determine if jobs were completed effectively and in accordance with departmental procedures. Provides on-the-job training for department members, including providing assistance in technical areas of work. Inspects the appearance of assigned personnel and equipment. Counsels employees who are experiencing work problems and handles employee complaints and grievances.

Ensures that accurate records of department activity are maintained. Supervises the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and by periodically inspecting systems and facilities for maintaining such. Personally completes records to document the activity of the department.



Promotes a positive public image of the work of the department in the daily performance of duties by interacting with community members. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Manages the use of departmental equipment, vehicles, stations and grounds, and other related property.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being a qualified elector of the State of Louisiana.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent Police Lieutenant for a period of at least two (2) years immediately preceding the closing date for application to the board. (Time will be counted beginning the date the applicant was confirmed in the class of Police Lieutenant.)

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Rev	03-16-78
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	08-12-93
	01-05-95
	10-28-99
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